******State of Kansas**

**HR/Payroll Checklist for SHARP**

***Statewide Human Resource and Payroll System***

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| **Date Created** | 4/22/2022 |
| **Date Updated** | 2/26/2024 |
| The calendar below is an example of a payroll period that does not contain any holidays or changes in the established processing schedule. Be sure to enroll to receive the Informational Circulars and SHARP listserv messages, which will be sent any time a payroll schedule is changed. These notifications will give the details behind which processing days will be combined and when each payroll item is due. Most payroll periods will follow the schedule listed below. |
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| **ON-CYCLE PAYROLL** |
| **Friday (Day 13)**\_\_\_\_\_\_ Run KTL108: Reported Time Extract**-OR-** Reported Time by Dept by PPED Time and Labor WorkCenter Query | Ensure all employees (including **EXEMPT** employees) have entered and SUBMITTED their time on the last workday for the pay period. NOTE: Employees have access to timesheets through the Sunday following the pay period end (Day 1).Ensure supervisors review and approve all employee time. ***NOTE:*** *Supervisors have access to approve timesheets thru the Tuesday following the pay period end (Day 3).* |

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| **Monday (Day 2)**\_\_\_\_\_\_ Run KTL108: Reported Time Extract**-OR-** Reported Time by Dept by PPED Time and Labor WorkCenter Query\_\_\_\_\_ KPAY226\*For agencies 276 and 710, Interface files should be submitted by 6:00 p.m.\* | All employee timesheet data should be entered and submitted or approvedby 6:30 p.m. on Monday (Day 2).It is the agency’s responsibility to reach out to all supervisors who have timesheets that have not been approved and remind them that the timesheets need to be approved.Check MVS mailbox for KPAY226. If there is an employee on the report who is receiving any of the earnings codes listed in Informational Circular 14-P-006, agency shall follow the procedures in the informational circular. |

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| **Tuesday (Day 3)**\_\_\_\_\_ 5:30 P.M. Employee timesheets are entered and Reported Time is submitted or approved.\_\_\_\_\_ 7:00 P.M. All employee Payable Time ApprovedIt is the agency’s responsibility to reach out to all supervisors who have timesheets that have not been approved and remind them that the timesheets need to be approved. | Reported Time approval is due no later than 5:30 p.m. on Tuesday (Day 3)* + **KTL108**

**-OR*** + **Reported Time by Dept by PPED Time and Labor WorkCenter Query**

Payable Time approval is due no later than 7:00 p.m. on Tuesday (Day 3)* + **KTL104- Payable Hours Exception Report**
	+ **KTL109- Payable Time Extract**

**LAST DAY FOR SUPERVISORS TO APPROVE TIMESHEETS.****LAST DAY TO MAKE ANY POSITION OR JOB CHANGES IN SHARP (INCLUDING FUTURE DATED CHANGES) UNTIL MONDAY, DAY 9.****FIRST PAYROLL CALCULATION RUNS TONIGHT.** |

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| **Wednesday (Day 4)****\*NO POSITION OR JOB CHANGES (THIS INCLUDES FUTURE DATED CHANGES)\***\_\_\_\_\_ KTL108\_\_\_\_\_ KTL109\_\_\_\_\_ KTL104\_\_\_\_\_ KTL105: Taskgroup Exception Report\_\_\_\_\_ PAY011: Payroll Error Messages\_\_\_\_\_ PAY010: Employees Not Processed in Current Payroll\_\_\_\_\_ PAY008: Deductions not Taken\_\_\_\_\_ PAY002: Payroll Register* **Confirm employees terminated or hired during the period have been paid correctly**

\_\_\_\_\_ KPAY228: MAP Health Benefit Adjustments and Refunds\_\_\_\_\_ KTL106: Workers Compensation Notification**SHARP Payroll Queries**\_\_\_\_\_ GHI Not Processed\_\_\_\_\_ Checks with ADV Earnings\_\_\_\_\_ Checks with ADVNCE/ADJUST Deds\_\_\_\_\_ KPERS Missing On Check\_\_\_\_\_ Checks with WCH and KPERS**Agencies 276 and 710**\_\_\_\_\_ KTL119: TCD Error Report | **Highlights for Days 4-6*** Make sure all Reported Time has been approved.
* Make sure all Payable Time has been approved.
* **An Official State of Kansas Paper Time Document must be printed and signed and dated by the employee and supervisor to acknowledge any corrections made after employee loses access to make changes to the timesheet. Retain this paper time document for the required five-year retention period.** (This can be found under Time and Labor Reports > Paper Time Document)
* Continue to run the Time and Labor reports, watching to make sure all hours are approved and all rows in error (RP) are resolved.
* Instructions for running each report are listed on the Payroll Procedures/Job Aid webpage.

**SHARP Payroll Queries*** Checks with ADV Earnings

This query is ran by Pay Period End date and will show you all of your employees for the pay period that have Advance earnings on their paycheck. If hours are entered late for an employee, the advance process may have already entered ADV earnings for the employee. Running this query is **critical** to make sure each of your employees truly do need earnings advanced to them for the pay period. **If the employee does not need the ADV earnings, please email** **doa\_payroll@ks.gov** **and request that the ADV earnings be removed.**  |

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| **Thursday (Day 5)****\*NO POSITION OR JOB CHANGES (THIS INCLUDES FUTURE DATED CHANGES)\***\* If direct deposit information for any employee needs to be updated, make sure the information is updated before 7:00 p.m. on Friday (Day 6) to ensure all future checks are deposited correctly.\_\_\_\_\_ KTL108\_\_\_\_\_ KTL109\_\_\_\_\_ KTL104\_\_\_\_\_ KTL105\_\_\_\_\_ PAY011\_\_\_\_\_ PAY010\_\_\_\_\_ PAY008\_\_\_\_\_ PAY002\_\_\_\_\_ KPAY228\_\_\_\_\_ KTL106**SHARP Payroll Queries**\_\_\_\_\_ GHI Not Processed\_\_\_\_\_ Checks with ADV Earnings\_\_\_\_\_ Checks with ADVNCE/ADJUST Deds\_\_\_\_\_ KPERS Missing On Check\_\_\_\_\_ Checks with WCH and KPERS\_\_\_\_\_ Pull the KPAYGL5C Report and save to agency cumulative file (Pull for Prior Pay Period)**Thursday Day 5 is the last day to make changes if you want to see a preliminary paycheck before payroll confirmation.** |
| **Friday (Day 6)****\*NO POSITION OR JOB CHANGES (THIS INCLUDES FUTURE DATED CHANGES)\***\* If direct deposit information for any employee needs to be updated, make sure the information is updated before 7:00 p.m. on Friday (Day 6) to ensure all future checks are deposited correctly.\_\_\_\_\_ KTL108\_\_\_\_\_ KTL109\_\_\_\_\_ Payable Hours Exception\_\_\_\_\_ Taskgroup Exception Report\_\_\_\_\_ PAY011\_\_\_\_\_ PAY010\_\_\_\_\_ PAY008\_\_\_\_\_ PAY002\_\_\_\_\_ KPAY228\_\_\_\_\_ KTL106**SHARP Payroll Queries**\_\_\_\_\_ GHI Not Processed\_\_\_\_\_ Checks with ADV Earnings\_\_\_\_\_ Checks with ADVNCE/ADJUST Deds\_\_\_\_\_ KPERS Missing On Check\_\_\_\_\_ Checks with WCH and KPERS**PAYROLL CONFIRMATION RUNS TONIGHT – Friday Day 6!** |
|  **Monday (Day 9)**\_\_\_\_\_ KPAY226: If there is an employee on the report who is receiving any of the earnings codes listed in Informational Circular 14-P-006, agency shall follow the procedures in the informational circular.\_\_\_\_\_ WorkCenter Query: Reject by Payroll (Payable Time) |

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| **OFF-CYCLE PAYROLL (ADJUSTMENTS)** |
| **OFF-CYCLE A****Monday (Day 9 )**\_\_\_\_\_ WorkCenter Query: Reject by Payroll (Payable Time)**If the adjustment is timesheet related: (PAY011 correction or correcting an entry error by EE or agency)**\_\_\_\_\_ Make appropriate timesheet updates.\_\_\_\_\_ KTL108: Reported Time Extract**-or-**Reported Time by Dept by PPED Workcenter Query* Review ALL unapproved hours.
* Make appropriate corrections and approve if appropriate.

**Time Administration will need to run. Time Admin runs every hour, on the ½ hour.**\_\_\_\_\_ KTL105: Taskgroup Exception Report* Was an incorrect Taskgroup entered?
* Update the Taskgroup and the Taskprofile if applicable

\_\_\_\_\_ KTL109: Payable Time Extract* Research ALL Needs Approval (NA) rows that are listed for pay periods dated last period and prior.
* Approve the NA rows that should be approved.
* If the Payable Time does not display for approval, review the Payable Time exceptions and make necessary corrections.

\_\_\_\_\_ Was the change a non-pay affecting adjustment? If so, no further action needed. (See Non-Pay Affecting Job Aid for non-pay affecting adjustment assistance.)**If the adjustment is not timesheet related:*** For a deduction change, verify the deduction had been updated in SHARP with the correct deduction begin date.

\_\_\_\_\_ Enter adjustment* An agency requested adjustment (ADJ-ALL) should always be entered as the first option. (Refer to [Payroll Procedures/Job Aids](https://admin.ks.gov/offices/accounts-reports/state-agencies/payroll/payroll-procedures-job-aids) > Adjustments for instructions on ADJ-ALL)
* DA-180 will always be the last option. (Refer to [Payroll Procedures/Job Aids](https://admin.ks.gov/offices/accounts-reports/state-agencies/payroll/payroll-procedures-job-aids) > Adjustments for instructions on DA-180)

**Tuesday (Day 10)**\_\_\_\_\_PAY002 (will show all employees that were paid in the off-cycle)Make sure to review the entire paycheck and verify:* What was requested processed as expected (time added, deduction added/deleted, etc.)
* Make sure nothing unexpected changed on the paycheck.

\_\_\_\_\_ WorkCenter Query: Reject by Payroll (Payable Time)**ADJUSTMENT DIDN’T PROCESS or DIDN’T PROCESS AS EXPECTED?*** Review Payroll Error Messages
* No errors showing under Payroll Error Messages? Review the Timesheet Exceptions.
* Was the correct pay period adjusted?
* Was the TRC/hours on the timesheet changed?
* Was the timesheet submitted and approved?
* For deductions, the amounts between the original check and the new check changed?
* The change in deduction was not made or was made with the incorrect effective date?
* If Yes, to correct, submit DA-180

Still unable to determine why the adjustment didn’t process as expected? Email payadj@ks.gov for assistance.**SHARP Payroll Queries**\_\_\_\_\_ GHI Not Processed |

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| **OFF-CYCLE B****Wednesday (Day 11 )**\_\_\_\_\_ WorkCenter Query: Reject by Payroll (Payable Time)**If the adjustment is timesheet related: (PAY011 correction or correcting an entry error by EE or agency)**\_\_\_\_\_ Make appropriate timesheet updates.\_\_\_\_\_ KTL108: Reported Time Extract**-or-**Reported Time by Dept by PPED Workcenter Query* Review ALL unapproved hours.
* Make appropriate corrections and approve if appropriate.

**Time Administration will need to run. Time Admin runs every hour, on the ½ hour.**\_\_\_\_\_ KTL105: Taskgroup Exception Report* Was an incorrect Taskgroup entered?
* Update the Taskgroup and the Taskprofile if applicable

\_\_\_\_\_ KTL109: Payable Time Extract* Research ALL Needs Approval (NA) rows that are listed for pay periods dated last period and prior.
* Approve the NA rows that should be approved.
* If the Payable Time does not display for approval, review the Payable Time exceptions and make necessary corrections.

\_\_\_\_\_ Was the change a non-pay affecting adjustment? If so, no further action needed. (See Non-Pay Affecting Job Aid for non-pay affecting adjustment assistance.)**If the adjustment is not timesheet related:*** For a deduction change, verify that the deduction had been updated in SHARP with the correct deduction begin date.

\_\_\_\_\_ Enter Adjustment* An agency requested adjustment (ADJ-ALL) should always be entered as the first option. (Refer to [Payroll Procedures/Job Aids](https://admin.ks.gov/offices/accounts-reports/state-agencies/payroll/payroll-procedures-job-aids) > Adjustments for instructions on ADJ-ALL)
* DA-180 will always be the last option. (Refer to [Payroll Procedures/Job Aids](https://admin.ks.gov/offices/accounts-reports/state-agencies/payroll/payroll-procedures-job-aids) > Adjustments for instructions on DA-180)

**Thursday (Day 12)**\_\_\_\_\_PAY002 (will show all employees that were paid in the off-cycle)Make sure to review the entire paycheck and verify:* What was requested processed as expected (time added, deduction added/deleted, etc.)
* make sure nothing unexpected changed on the paycheck.

\_\_\_\_\_ WorkCenter Query: Reject by Payroll (Payable Time)**ADJUSTMENT DIDN’T PROCESS or DIDN’T PROCESS AS EXPECTED?*** Review Payroll Error Messages
* No errors showing under Payroll Error Messages? Review the Timesheet Exceptions.
* Was the correct pay period adjusted?
* Was the TRC/hours on the timesheet changed?
* Was the timesheet submitted and approved?
* For deductions, the amounts between the original check and the new check changed?
* The change in deduction was not made or was made with the incorrect effective date?
* If Yes, to correct, submit DA-180

Still unable to determine why the adjustment didn’t process as expected? Email payadj@ks.gov for assistance.**SHARP Payroll Queries**\_\_\_\_\_ GHI Not Processed |

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| **OFF-CYCLE C****Monday (Day 2 )**\_\_\_\_\_ WorkCenter Query: Reject by Payroll (Payable Time)**If the adjustment is timesheet related: (PAY011 correction or correcting an entry error by EE or agency)**\_\_\_\_\_ Make appropriate timesheet updates.\_\_\_\_\_ KTL108: Reported Time Extract**-or-**Reported Time by Dept by PPED Workcenter Query* Review ALL unapproved hours.
* Make appropriate corrections and approve if appropriate.

**Time Administration will need to run. Time Admin runs every hour, on the ½ hour.**\_\_\_\_\_ KTL105: Taskgroup Exception Report* Was an incorrect Taskgroup entered?
* Update the Taskgroup and the Taskprofile if applicable

\_\_\_\_\_ KTL109: Payable Time Extract* Research ALL Needs Approval (NA) rows that are listed for pay periods dated last period and prior.
* Approve the NA rows that should be approved.
* If the Payable Time does not display for approval, review the Payable Time exceptions and make necessary corrections.

\_\_\_\_\_ Was the change made a non-pay affecting adjustment? If so, no further action needed. (See Non-Pay Affecting Job Aid for non-pay affecting adjustment assistance.)**If the adjustment is not timesheet related:*** For a deduction change, verify that the deduction had been updated in SHARP with the correct deduction begin date.

\_\_\_\_\_ Enter Adjustment* An agency requested adjustment (ADJ-ALL) should always be entered as the first option. (Refer to [Payroll Procedures/Job Aids](https://admin.ks.gov/offices/accounts-reports/state-agencies/payroll/payroll-procedures-job-aids) > Adjustments for instructions on ADJ-ALL)
* DA-180 will always be the last option. (Refer to [Payroll Procedures/Job Aids](https://admin.ks.gov/offices/accounts-reports/state-agencies/payroll/payroll-procedures-job-aids) > Adjustments for instructions on DA-180)

**Tuesday (Day 3)**\_\_\_\_\_PAY002 (will show all employees that were paid in the off-cycle)Make sure to review the entire paycheck and verify:* What was requested processed as expected (time added, deduction added/deleted, etc.)
* Make sure nothing unexpected changed on the paycheck.

\_\_\_\_\_ WorkCenter Query: Reject by Payroll (Payable Time)**ADJUSTMENT DIDN’T PROCESS or DIDN’T PROCESS AS EXPECTED?*** Review Payroll Error Messages
* No errors showing under Payroll Error Messages? Review the Timesheet Exceptions.
* Was the correct pay period adjusted?
* Was the TRC/hours on the timesheet changed?
* Was the timesheet submitted and approved?
* For deductions, the amounts between the original check and the new check changed?
* The change in deduction was not made or was made with the incorrect effective date?
* If Yes, to correct, submit DA-180

Still unable to determine why the adjustment didn’t process as expected? Email payadj@ks.gov for assistance.**SHARP Payroll Queries**\_\_\_\_\_ GHI Not Processed |
| **Questions?** | If there are any questions, please email your question to doa\_payroll@ks.gov.  |